

New Mexico Department of Game and Fish

POLICY

Uniform and Work Apparel Allotments

GP-102
(Rev. 7/12/13)

Authority

§ 17-1-5 NMSA 1978

Purpose

The purpose of this policy is to define the amount of funds certain employees shall have available to them for use in purchasing clothing and uniform items required for Department-related work.

Policy

All employees shall receive uniform or work apparel items as necessary to conduct essential job functions. Items not necessary to perform job functions must have Deputy Director or Assistant Director approval. All allotments are available from the 1st day of July to the 30th day of June each year. A full allotment shall be \$600/fiscal year

UNIFORM ALLOTMENT CATEGORIES:

Commissioned Officers –All commissioned Officers, regardless of their current position within the Department shall receive the full allotment amount.

Reserve Conservation Officers – Each Reserve Conservation Officer is entitled to receive 2 uniform shirts and 2 pair of field uniform pants each year.

Hatchery, Farm, Maintenance and Construction Workers – shall receive 75% of the full allotment total. Personnel designated in this category are as follows:

- Full Time Farm Personnel
- Full Time Hatchery Personnel
- Construction Crew - Land and Hatchery

Non-Commissioned Field Biologists, Specialists and Department Managers - shall receive 50% of the full allotment total. Personnel designated in this category are as follows:

- Director
- Deputy Director
- Assistant Director
- Division Chief
- Asst. Division Chief
- Resource Biologist/Specialist

New Mexico Department of Game and Fish

POLICY

Uniform and Work Apparel Allotments

GP-102

(Rev. 7/12/13)

- Pilot
- Full time video specialist
- Archeologist

Other employees with an allotment and part-time employees – shall receive 33% of the full allotment total. Personnel designated to receive this allotment:

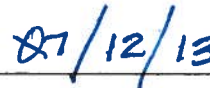
- PIO Division Photographer
- General Counsel
- Co-Op student
- Summer Intern (field, hatchery or farm designated only)
- Part-time Employees
- Education Program Staff

Non-Allotment (Up to \$150) – Including, but not limited to, office support staff residing in Department Offices. A written request authorizing the issuance of a uniform item designated for this group must be submitted by the Division chief to their respective Asst. Director for approval. All items issued under this section will be charged against the appropriate division budget activity. Each division must budget appropriately for these expenditures. The Director, at his discretion, may authorize the issuance of uniform items in excess of the allotment amounts for any employee.

This policy was approved and implemented by:



James S. Lane, Jr., Director



Date